

# NQS v1.3 Release Notes

## Major Enhancements [NQS Messaging]

### Managing Message Records [Organization Manager]

- Added new 'Messaging' side menu navigation housed under the Organization side menu navigation
  - This is only available to OMs and is based on organization context
- Created the 'Messages' list page
  - Lists all the messages sent in that organization's context in 'Sent On' date descending order
  - Can create a new message via the 'Create Message' button
  - Can export the list to an excel sheet via the 'Export' button
- Created the 'Message Details' page
  - Summarizes the general information of the message that was sent
  - Keeps records of the questions, if any, added to the message, recipient(s), and their response status and comments
  - Can export Recipients, Recipients Q&A, Comments to excel sheets via the export buttons
- Created the 'Personnel Message Details' page
  - Can only navigate to this page from Message Details → Recipients → Magnifying Glass
  - Summarizes the general information of the message that was sent and the respective recipient's response status
  - Records the respective recipient's answers to the questions, if any, asked in the message

### Creating a Message [Organization Manager]

- Only OMs can create a new message via the 'Create Message' button on the Messages list page
- Added the 'Message Details' Step
  - Can only send 'Acknowledgement Required' messages at this time
  - Allows users to craft a custom Subject and Message
  - Requires a specific time period (Response Target) the user would prefer to receive a response
  - Requires which types of email the message notification is sent to
  - Extends the option for users to send the message under another Name and Email via the 'From' and 'From Email Address' fields
- Created the 'Add Question' Step
  - Optional step that allows users to add questions for the message recipients to answer upon acknowledgment
  - Added questions can be specified as required or optional for the recipient
  - Types of questions: Date, Dropdown, Text, Yes/No
- Added 'Choose Recipient' Step
  - Allows users to select at least one recipient from the context (direct and auxiliary), subordinate, and/or partnership organizations
  - Can add/remove recipients individually or in bulk

- Created the 'Summary' Step
  - Gives a summary of the general information, selected recipients, and any added questions
  - Can also remove recipients from this page
  - Allows users to add a maximum of one attachment
- Added the 'Confirmation' Step
  - Gives the user a confirmation that their message was sent to # personnel
  - Houses buttons that will direct users to the Message Details or the Messages List page
- Wired up Emails for Sending Messages
  - Email Notifications will be sent to the user and the recipients

#### Receiving a Message [Responder Portal]

- Added a new 'Messages and Requests' tile on the Responder Portal
  - Tile will appear red if there is an overdue message (based on the specified Response Target)
  - Lists all the messages the user has received that are still pending a response
- Added a 'Message Details' Page
  - Summarizes the general information of the received message
  - If there is an attachment, the user can download this attachment
  - If there are questions, the user must/can answer the questions before acknowledging the message
  - Comment is required for acknowledgement and an email confirmation of their acknowledgement and comment will be sent to the user

#### Major Enhancements [Misc.]

- Added a new API
- Implemented export functionality on the following pages:
  - Personnel List page
  - Workflows List page
  - PTB List page

#### Minor Enhancements

- Added duplicate document name upload restrictions for the following locations:
  - Training Course Details page
  - PTB Details page
  - Workflow Details page

#### Notes

- Abbreviations
  - OM = Organization Manager
  - API = Application Programming Interface
  - PTB = Position Task Book